

	<b>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES:</b> <b>505 KAR 1:140</b> <b>3-JDF-1B-08, 10, 19; 4C-21,</b> <b>22, 23, 34, 39 , 40; 5A-01,</b> <b>02, 04, 05, 11, 14, 15, 16</b>
<b>CHAPTER: Detention Services</b>		<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Intake, Reception and Orientation</b>		
<b>POLICY NUMBER: DJJ 702</b>		
<b>TOTAL PAGES: 3</b>		
<b>DATE ISSUED: July 15, 2005</b>		<b>EFFECTIVE DATE: 02/03/06</b>
<b>APPROVAL: Bridget Skaggs Brown</b>		<b>, COMMISSIONER</b>

## **I. POLICY**

Youth shall undergo screening and assessment at admission and receive a thorough orientation to the facility's procedures, rules, programs and services.

Youth with serious physical injuries shall be denied admission until seen by a medical professional and determined to be medically stable. A youth may be denied admission for drug and/or alcohol intoxication.

## **II. APPLICABILITY**

This policy shall apply to all state-operated detention centers.

## **III. DEFINITIONS**

Not Applicable

## **IV. PROCEDURES**

### **A. INTAKE**

1. Youth shall be informed of the steps of the reception and orientation process at the time of intake. The youth shall submit all personal property and be scanned with a handheld metal detector and searched for weapons and/or contraband in accordance with DJJPP 714. Each youth shall be photographed and fingerprinted. Any medications or prescriptions for medication brought with the youth shall be immediately turned over to the facility health authority for instructions regarding disposition. An Admissions Forms Packet shall be completed even if a youth has had a prior admission.
2. Each detention center shall develop Standard Operating Procedures, which shall be reviewed annually and updated as needed, for the control, secure storage and safeguarding of youth's personal property from the point of

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admission to the point of discharge. These procedures shall include provisions for the thorough cleaning and, when necessary, disinfecting of youth's personal clothing before storage or before allowing the youth to keep and wear personal clothing.

## **B. RECEPTION**

### **1. Hygiene Inspection**

All youth, including intra-system transfers, shall be visually inspected upon admission for injuries, physical abnormalities, scars and body markings, ectoparasites, and general physical condition prior to being placed into the general population. The findings of this inspection shall be documented and forwarded to the Registered Nurse.

### **2. Ectoparasite Control**

Youth entering a Regional Juvenile Detention Center may be treated with a delousing product at the time of admission in accordance with DJJPP 404.2.

### **3. Drug and Alcohol Screening**

Drug and alcohol screens may be administered to any youth in accordance with DJJPP 408 and 408.1, with the approval of the Superintendent or designee.

### **4. Health Screening**

All youth, including intra-system transfers, shall receive health screening by health-trained staff or by qualified health care personnel upon arrival at the facility, to include identification of injuries, intoxication, acute or chronic illness, and current medications. Program staff shall be informed both verbally and in writing of any special medical or mental health problems or of any physical problems that may require medical attention.

### **5. Mental Health Screening**

Mental health screening shall be completed by staff trained in use of the screening instrument. When a youth is determined to have mental health needs as evidenced by the screening instrument, or by the demonstration of behaviors such as listed in DJJPP 724, the facility health authority shall make the determination of need and make contact as appropriate with the Community Mental Health Center or local contract mental health provider for a mental health assessment.

### **6. Risk Assessment Screening**

All youth ordered detained in a state-operated detention facility, except those youth meeting conditions for mandatory secure detention pursuant to KRS 610.265(2)(b)1, shall be screened using the detention risk assessment instrument to

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determine eligibility for the alternative detention program in accordance with DJJPP 703.

#### **C. ORIENTATION**

1. All youth being admitted into secure detention shall be oriented in their own language. Material shall either be written or interpreted to ensure understanding of the youth's rights and facility's rules and guidelines, including grievance procedures and how to access medical and mental health services.
2. Each youth shall be provided personal hygiene instruction upon admission. Each youth shall be provided a shower and hair care and shall receive issue of clean, laundered clothing, linens and personal hygiene items.
3. Youth shall be assigned to a housing unit in accordance with DJJPP 708.

#### **V. MONITORING MECHANISM**

The Facility Superintendent, Regional Facilities Administrator and the Division of Program Services shall monitor compliance with this policy.